

TOWN OF BUFFALO EMERGENCY OPERATIONS PLAN GUIDANCE

INTRODUCTION

This document is designed to provide guidance to the Town of Buffalo which has elected to be part of the county emergency management program. The Town of Buffalo Plan is part of the County Emergency Operations Plan and has been written to complement the county plan. This plan contains procedures specific to the Town of Buffalo. This guidance provides a basic format and lists actions that the Town will consider in an emergency or disaster situation.

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EMERGENCY TELEPHONE LISTINGS

Town Emergency Management Contacts:

Town Chair, GENE MUCCILO	Home	608-429-2302
	Cell	608-697-9797
Town Clerk, BECKI KEARNS	Home	920-394-3732
	Cell	608-617-4786

Marquette County Sheriff's Department	(911)	608-297-2115
Marquette County Office of Emergency Management		608-297-9125
(Pager: 800 450-5986, Cellphone: 920 295-9373)		Ext. 225
County Health Department	(911)	608-297-9116
County Human Services	(911)	608-297-9135
County EMS	(911)	608-297-9124
County Medical Examiners Office (Coroner)	(911)	608-586-5224

Wisconsin Emergency Management Duty Officer	800-943-0003
Wisconsin DNR (Local Warden)	608-297-9216

Adams-Columbia Electric Coop	800-831-8629
Alliant Utilities	800-862-6222
Pioneer Power & Light	608-296-2149
Wisconsin Gas Company	800-261-5325

Marquette-Adams Telephone Coop	608-586-5910
CenturyTel	800-644-1840
GTE	800-483-1000

Union Pacific Railroad	800-892-1283
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American Red Cross	888-231-3590
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Berlin Memorial Hospital	920-361-1313
Divine Savior Hospital	608-742-4131

**EMERGENCY OPERATIONS CENTER
ALERTING LIST**

1. Town Chair : Town Emergency Management Coordinator (Gene Mucciolo)
Cell Telephone: 608-697-9797
Home Telephone: 608-429-2302
2. Town Clerk (Becki Kearns)
Cell Telephone: 608-617-4786
Home Telephone: 920-394-3732
3. Town Supervisor, Phyllis Farrell
Home Telephone: 920-394-3095
4. Town Supervisor, Jan Banicki
Cell Telephone: 608-697-3350
Home Telephone: 608-297-7013
5. Town Treasurer: Damage Assessment, Jean Rataczak
Home Telephone: 608-297-2391
6. Public Information Officer (Becki Kearns)
Cell Telephone: 608-617-4786
Home Telephone: 920-394-3732

LEGAL BASIS

The Legal Basis for the development of this municipal plan is stated in the following documents:

PUBLIC LAW 103-337

WISCONSIN STATUTES

21.11	CALL TO ACTIVE SERVICE
26.97	LAW ENFORCEMENT AND POLICE POWER (TOWN CHAIRS)
59.025	ADMINISTRATIVE HOME RULE
59.026	CONSTRUCTION OF POWERS
59.031	COUNTY EXECUTIVE
	(2) DUTIES AND POWERS
59.33	COUNTY ADMINISTRATOR
	(2) DUTIES AND POWERS
59.05	CHAIRPERSON; VICE CHAIRPERSON; POWERS AND DUTIES
59.7	GENERAL POWERS OF COUNTY BOARD
	(146) LOCAL EMERGENCY PLANNING COMMITTEES
59.08	PUBLIC WORK, HOW DONE; PUBLIC EMERGENCIES
59.083	CONSOLIDATION OF MUNICIPAL SERVICES, HOME RULE, METROPOLITAN DISTRICT
59.24	PEACE MAINTENANCE
61.34	POWERS OF VILLAGE BOARD
66.325	EMERGENCY POWERS
83.09	EMERGENCY REPAIRS OF COUNTY TRUNK HIGHWAYS
166.03	(1) POWERS & DUTIES OF THE GOVERNOR
	(4) POWERS & DUTIES OF COUNTIES AND MUNICIPALITIES
	(5) POWERS AND DUTIES OF HEADS OF EMERGENCY MANAGEMENT SERVICES
213.095	POLICE POWER OF FIRE CHIEF, RESCUE SQUADS
895.483(2)	CIVIL LIABILITY EXEMPTION; COUNTY EMERGENCY RESPONSE TEAM

TOWN & COUNTY ORDINANCES

MUTUAL AID AGREEMENTS

ACRONYMS

CP	COMMAND POST
DNR	DEPARTMENT OF NATURAL RESOURCES
WEM	DIVISION OF EMERGENCY MANAGEMENT
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
ETR	EMERGENCY RESPONSE TEAM
PIO	PUBLIC INFORMATION OFFICER
UDSR	UNIFORM DISASTER SITUATION REPORT

TOWN OF BUFFALO EMERGENCY OPERATIONS PLAN

A. PURPOSE:

This plan has been developed to provide procedures for the Town of Buffalo government to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the Town of Buffalo is part of the county emergency management program. This municipal plan is to be used in conjunction with the Marquette County Emergency Operations Plan (EOP). This plan will be maintained in accordance with current standards of the Marquette County EOP and in accordance with the Town of Buffalo government. Review of this plan shall be accomplished concurrently with the county plan.

B. SITUATION AND ASSUMPTIONS:

There are several types of hazards that pose a threat, significant in frequency, magnitude or both, to the lives, property or environment in Marquette County. They include: tornadoes, downbursts and other violent storms, floods, ice storms, drought, fires, explosions, hazardous materials releases, and civil disturbances. **The County Hazard Analysis & Mitigation Plan and the State of Wisconsin Hazard Analysis, December 1991 is now a stand-alone document and is located in the Emergency Management Office.**

The consequences in major emergencies include: mass casualties, damage or destruction of property, disruption of power, fuel, communications, water and other vital services, damage to infrastructure, contamination of people, food, water, property or the environment, looting, disruption of law and order, or government functions, usually accompanied by economic and financial consequences.

Additional effects on agencies and officials include dangerous and complex operating conditions; severe stress and fatigue; and intense scrutiny of the preparedness and response of public officials.

Other scenarios not readily identifiable may pose significant threats to Marquette County as well.

Governments have legal and moral duties to help protect lives, property and the environment.

A major emergency can exhaust the resources of a single jurisdiction or directly impact more than one jurisdiction. It may require resources from numerous agencies and levels of government.

While some specific incidents can be anticipated, allowing for incident-specific preparation, many cannot. All-hazard preparedness of generic response systems, with flexibility to tailor deployments and tactics to the specific incident, enables more effective response.

The term "local agencies" in this Plan refers to agencies and officials of Towns, Villages, Cities and County Governments; non-profit organizations that play a role in emergency management; and private contractors that work with government agencies in Marquette County.

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This Town does not have its own dedicated emergency services. They are jointly owned with other Towns and/or Villages or City of Montello. Consequently, all emergency service resources are limited.

Geographical factors for specific municipalities may cause unique challenges to individual jurisdictions. Emergency response may be limited depending on the status of roads, bridges, and/or barriers produced by an incident.

It can be assumed that in a large-scale disaster there will not be enough local emergency response resources within the County. Mutual Aid from surrounding communities would be necessary and may include State resources.

Natural obstacles may impede timely response in isolated areas.

Resources, no matter the owner, may be directed to other municipalities and not be available for local use, depending on the nature and severity of the disaster.

Volunteers will need to be organized, trained, deployed, and supervised.

C. CONCEPT OF OPERATIONS:

Town of Buffalo officials have primary responsibility for disasters that take place in the town. They will activate the appropriate agencies to deal with the disaster. The Town Chair is responsible for coordinating the response of the town emergency response team and coordinating the response with county officials if county assistance is necessary.

Actions that the Town should consider if this municipal plan is activated.

1. Municipal agencies assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
 - a. The Town Chair coordinates all emergency response actions, declares a local state of emergency and notifies the county Emergency Management Director of this action.
 - b. The Town Chair forwards the local state of emergency declaration to the County Office of Emergency Management.
 - c. The Town Chair activates the municipal Emergency Operations Center (EOC). This facility is located at the Town Hall. Secondary location is Woods & Goods, N1629 St. Rd. 22, Montello.
 - d. Town of Buffalo emergency response officials respond according to the checklists outlined in the Attachments A-F.

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- e. The Town Chair directs the local Emergency Response Team to respond to the situation.
 - f. The Town Chair issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - g. The Public Information Officer notifies the public of the situation and appropriate actions to take.
 - h. Keep county officials informed of the situation and actions taken.
- 3. If municipal resources become exhausted or if special resources are required, the Town Chair requests county assistance through the County Emergency Management Director.
 - 4. If assistance is requested, the County Emergency Management Director assesses the situation and makes recommendations.
 - 5. The county will do the following (to the extent appropriate):
 - a. Activate the County EOC.
 - b. Implement the County EOP.
 - c. Respond with county resources as requested.
 - d. Activate mutual aid agreements.
 - e. Coordinate county resources with municipal resources.
 - f. Notify Wisconsin Emergency Management (WEM) Regional Director.
 - g. Forward Uniform Damage Situation Report (UDSR) form.
 - h. Assist municipality with prioritizing and allocating resources.
 - 6. If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the WEM.
 - 7. If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, county emergency management director and municipal emergency management coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
 - 8. After completing the assessment, the WEM Regional Director immediately notifies the State WEM Administrator.
 - 9. The State Administrator of Emergency Management notifies the Governor and makes recommendations.
 - 10. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.

D. ORGANIZATION:

Insert the organizational chart for your municipality.

E. RESPONSIBILITIES AND TASKS:

See Attachments A-F for emergency responsibilities of key officials in the Town.

F. RESOURCE MANAGEMENT:

Additional support from Marquette County Departments may include: Emergency Management Sheriff's Dept, EMS, Health Dept, Human Services, and Highway Dept.

Mutual Aid Reciprocal Agreements:

Marquette County Emergency Management Department
Marquette County Sheriff's Department
Montello Fire Department
Town of Marcellon (Columbia County)
Town of Moundville
Town of Packwaukee
Town of Montello
Town of Kingston (Green Lake County)

Support from Private Agencies/Volunteer Groups:

Red Cross,
Salvation Army

Support from State and Federal Agencies:

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Requests for National Guard assistance should be channeled through the County Emergency Management Director to the WEM Regional Director to the WEM Administrator.

G. PLAN DEVELOPMENT AND MAINTENANCE:

The Town of Buffalo EOP Development Team is composed of representative from Marquette County Emergency Management, Marquette County Sheriff's Department, Montello Fire Department, and the Buffalo Town Board. These agencies are responsible for developing and maintaining this plan.

This Team meets on an as needed basis or as determined by the Town Chair. The Team reviews incidents, changes and new information and makes revisions in this plan.

This Team also conducts after-action reviews of all exercises and major incidents.

Gene Mucciolo, Town Chair

Jan Banicki, Town Supervisor

Phyllis Farrell, Town Supervisor

Rebecca Kearns, Town Clerk

Jean Rataczak, Town Treasurer

Glen Bubolz, Jurisdictional Fire Chief

TOWN OF BUFFALO DRAFT MUNICIPAL PLAN Marquette County

ATTACHMENT A

TOWN CHAIR (TOWN EMERGENCY MANAGEMENT COORDINATOR)

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE TOWN CHAIR AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Town Chair is responsible for the overall management of the Town of Buffalo. The Town Chair coordinates all components of the emergency management program in the Town of Buffalo. This includes hazard analysis, preparedness, mitigation, response and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

TOWN CHAIR SHOULD:

1. Perform the duties of the Town Emergency Management Coordinator and activate the Emergency Operations Center (EOC) or Command Post (CP).
2. Activate the Town EOC (see EOC Alerting List). Make sure that it is fully operational and that EOC staff has reported/are reporting to it.
3. Ensure that an initial damage assessment and casualty report is prepared.
4. Ensure that Town officials and County Emergency Management Director have been notified, key facilities warned, sirens activated, etc.
5. Be ready to issue a declaration of emergency.
6. Ensure the Town Public Information Officer (PIO) and/or designated person is notified and reports to the EOC.
7. In consultation with the Town Board, determine whether or not county, state or federal assistance should be requested. If assistance is requested, specify the type and amount of assistance needed.
8. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the County Emergency Management Director.
9. Conduct regular briefings of EOC staff as to the status of the situation.
10. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.

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11. Ensure that all separate and accurate records of disaster-related expenditures are being kept.
12. Establish and maintain contact with the County Highway Commissioner.
13. Coordinate with Law Enforcement travel restrictions/road closures within the municipality.
14. If necessary, establish a staging area for public works.

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ATTACHMENT B

TOWN CLERK (PUBLIC INFORMATION OFFICER)

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE TOWN CLERK AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Town Clerk is responsible for public information activities in the Town of Buffalo. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

TOWN CLERK SHOULD:

1. Report to the Town EOC/CP.
2. Function as the sole point of contact for the news media and public officials.
3. Maintain liaison with the EOC and CP in order to stay abreast of situation.
4. Establish news media briefing room and brief the media at periodic intervals.
5. If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.
6. Conduct press tours of disaster areas within the municipality as the situation stabilizes.
7. Assist the county in establishing a Joint Public Information Center.
8. Assist the county with establishing a Rumor Control Center.
9. Issue protective action recommendations or public service advisories as directed by the chief elected official.

ATTACHMENT C

TOWN TREASURER/ DAMAGE ASSESSMENT

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE TOWN TREASURER AND FOR COLLECTING DAMAGE ASSESSMENT INFORMATION AND PROVIDES A LIST OF ACTIONS THIS INDIVIDUAL SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Town Treasurer is responsible for their assigned activities in the Town of Buffalo. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the Town EOC/CP.
2. Maintain records indicating town expenses incurred due to the disaster.
3. Record initial information from first responders such as law enforcement, public works or fire services.
4. Activate the damage assessment team.
 - a. Within first 2-3 hours: Complete preliminary UDSR:
 1. Number of fatalities.
 2. Number of critical/minor injuries.
 3. Number of home/businesses damaged/destroyed.
 4. Number of power/telephone lines, poles damaged.
 5. Number of public facilities such as highways, roads, bridges, etc. damaged.
 6. Number of people who are homeless or in shelters.
 - b. Within 8 hours:
 1. Recount items 1-6 above.
 2. Complete another UDSR, estimating public and private damage.
 3. Video tape and/or take photos of major damage.
 - c. Within 24 hours:
 1. Update items 1-6 above.
 2. Complete updated UDSR.
5. Provide damage assessment information to the appropriate Town officials and county emergency management Coordinator to assist in the preparation of the UDSR: (1)Provide information regarding the dollar value of property damaged as a result of the disaster. (2)Provide information (name, telephone number, etc.) regarding the owners of property, which has been damaged/destroyed as a result of the disaster.

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6. If the situation warrants, assist the Town Chair with the preparation of a local state of emergency declaration and forward to the county emergency management director.
7. Plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.
8. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
9. Prepare reports for the municipal Public Information Officer.

**TOWN SUPERVISOR
WARNING & COMMUNICATION/PUBLIC HEALTH & EMERGENCY MEDICAL SERVICES**

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE TOWN SUPERVISORS AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

This Town Supervisor is responsible for the Warning and Communications function in the Town of Buffalo under the general coordination of the Town Chair. This individual will also serve as the Public Health and Emergency Medical Services Liaison in the Town of Buffalo and is responsible for public health and emergency medical services activities in the Town of Buffalo. They will coordinate health services activities with a representative from the Marquette County Public Health Department and the County Emergency Medical Services Officer. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

SUPERVISOR 1 – WARNING & COMMUNICATIONS and EMERGENCY MEDICAL SERVICES

1. Report to the Town EOC/CP.
2. Assure that the following have been notified:
 - a. Municipal Elected Officials
 - b. County Emergency Management Coordinator
 - c. Emergency Response Team members
3. Ensure all individuals represented in the municipal EOC have communications both to their staff at their homes and their staff at the incident site. This equipment consists of land line telephones, mobile telephone and HAM Radio.
4. Be prepared to utilize assigned HAM Radio Operators from the Marquette County ARES.
5. Activate public warning system. This may consist of door-to-door or telephone fan out. Develop assignment on how alert, watch and warning would be handled prior to a disaster or emergency situation.
6. Establish communications with the county EOC if activated or the county Emergency Management office. The communications equipment available includes land line telephones, mobile telephone and HAM Radio.
7. Establish communications with Command Post if established.
8. Create and update quarterly the Disaster Assistance Communication List for special needs residents.

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9. Assist in evacuating nursing homes, hospitals, and other medical facilities as needed.
10. Coordinate emergency medical care to victims (hospitals and ambulances).
11. Assure that public health needs of disaster victims are met.
12. Assume primary operational control for health-related emergencies such as pollution, contaminations, diseases and epidemics.
13. Establish a triage area for victims.
14. Coordinate medical transportation for victims.
15. Establish a staging area in the municipality.

**TOWN SUPERVISOR
HUMAN SERVICES**

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE TOWN SUPERVISOR WHO WILL SERVE AS A LIAISON WITH THE COUNTY HUMAN SERVICES OFFICER WITH IMPLEMENTING TASKS ASSIGNED IN THE COUNTY EOP. THIS PERSON SHOULD BE FAMILIAR WITH THE HUMAN SERVICES ANNEX OF THE COUNTY EOP SO THAT HUMAN SERVICES TASKS IN THIS MUNICIPAL PLAN ARE CONSISTENT WITH THOSE ASSIGNED IN THE COUNTY PLAN. THIS PERSON WILL WORK CLOSELY WITH THE COUNTY HUMAN SERVICES OFFICER SO THAT MUNICIPAL/COUNTY RESOURCES CAN BE PRIORITIZED AND COORDINATED. THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE PERSON IN THE MUNICIPALITY RESPONSIBLE FOR HUMAN SERVICES ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS PERSON WILL CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

1. Coordinate activities of the ERT that provides human services type services.
2. Report to the emergency operations center.
3. Establish and maintain contact with the County Human Services Officer directly at the County Department of Human Services.
4. Coordinate with Red Cross in opening and managing shelters in the municipality.
5. Ensure canteen is set up to feed emergency workers in the municipality.
6. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
7. Provide necessary outreach services to citizens affected by emergency or disaster.
8. Distribute emergency literature to disaster victims given instructions and assistance pertaining to their immediate needs.
9. Arrange for psychological counseling and crisis intervention to disaster victims.

TOWN EMERGENCY RESPONSE TEAM

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO PROVIDE A LIST OF ACTION THE TOWN EMERGENCY RESPONSE TEAM MEMBERS MAY PERFORM WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Town of Buffalo Emergency Response Team, under the direction of the Town Chair, is responsible for various activities in the Town of Buffalo. The following tasks represent actions which the ERT may perform in an emergency or disaster situation.

1. Report to the Town EOC/CP.
2. Secure the affected area and perform traffic and crowd control.
3. Participate in warning the public as situation warrants.
4. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
5. Close off the damage site area and stop all in-bound traffic. Set up an emergency pass system.
6. Report above information to the Town EOC/CP.
7. If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.
8. Assist with traffic control and access to the affected area. Coordinate the removal of vehicles blocking evacuation or other response activities.
9. As necessary, shelter in-place as may be appropriate from the affected area.
10. Assist the medical examiner with mortuary services.
11. Assist with search and rescue activities.
12. If the County EOC is activated, establish and maintain contact with the person representing law enforcement.
13. Assist with urban search and rescue activities as may be requested.
14. Assist private utilities with the shutdown of gas and electric services.

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15. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
16. Provide emergency generators and lighting.
17. Assist in evacuating nursing homes, hospitals, and other medical facilities as needed.
18. Provide emergency medical care to victims.
19. Provide medical transportation for victims.
20. Assist with debris clearance.
21. Assist Town Treasurer in damage assessment process